

Checklist - For Professionalizing an Indiana Superintendent License Issued under Basis of Bulletin 192, Bulletin 400 or Rules 46-47 (Superintendent License Only)

IN ORDER TO BE ELIGIBLE FOR THE PROFESSIONAL 10-YEAR SUPERINTENDENT LICENSE, YOU MUST HAVE A MINIMUM OF 5 YEARS OF ASSISTANT SUPERINTENDENT OR SUPERINTENDENT EXPERIENCE IN AN ACCREDITED SCHOOL CORPORATION.

- Complete the entire application, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application are accurate.
- Attach the Indiana license, for which the subject area(s) is to be professionalized to the application or complete and attach the Proof of Licensure form, [State Form 47871](#), if you have lost your license.
- Attach a letter from another Administrator or the Human Resources Director, on official letterhead, verifying 5 years of experience as an Assistant Superintendent or Superintendent at an accredited school corporation.

Return this checklist with your application. Mail the completed forms to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798